

# CORRIDOR PRESERVATION PROCESS AND CHECKLIST

1. \_\_\_\_\_ [Review RTP list](#), Phases 1-3 in Salt Lake County to see if project is on the list
2. \_\_\_\_\_ Identify desired property
3. \_\_\_\_\_ Contact property owner regarding willingness to sell
4. \_\_\_\_\_ Submit application packet to COG staff including:
  - a. Application form (City closing costs estimated may be included)
  - b. Appraisal *and* Review Appraisal (Only required if selected)
  - c. Map and property description
  - d. Offer to purchase
5. \_\_\_\_\_ Application reviewed for completeness by COG staff
6. \_\_\_\_\_ Review by Salt Lake COG Public Works Subcommittee
  - a. Applicant city may not make motions on their own applications
  - b. Applicant city may not vote on their projects
7. \_\_\_\_\_ Public Works Committee recommendation approved by COG
8. \_\_\_\_\_ Approval by County Council
9. \_\_\_\_\_ Submit to COG Staff, electronically, signed copies of the following:
  - a. Advanced Acquisition Right of Way Contract
  - b. Voluntary Acquisition Acknowledgement (if the property is improved)
  - c. Settlement Statement
10. \_\_\_\_\_ Request Letter from the City indicating to whom the check should be made payable
11. \_\_\_\_\_ COG Staff sends request for funds to Salt Lake County Mayor's office.  
(Electronically)
12. \_\_\_\_\_ Salt Lake County releases funds
13. \_\_\_\_\_ City or Title Company sends recording information to Salt Lake County and COG Staff